



DEPARTMENT OF
CHILDREN AND FAMILIES
Secretary Reggie Bicha
201 East Washington Avenue, Room G200
P.O. Box 8916
Madison, WI 53708-8916
Telephone: 608-266-8684
Fax: 608-261-6972
www.dcf.wisconsin.gov

DEPARTMENT OF HEALTH SERVICES
Secretary Karen Timberlake
1 West Wilson Street
P.O. Box 7850
Madison, WI 53707-7850
Telephone: (608) 266-9622
FAX: (608) 266-7882
www.dhs.wisconsin.gov

**State of Wisconsin
Governor Jim Doyle**

TO: Income Maintenance Supervisors
Income Maintenance Lead Workers
Income Maintenance Staff
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers
Training Staff
Child Care Coordinators

FROM: Janice Peters, Director
Bureau of Working Families
Division of Family and Economic Security

| | | | | | |
|------------------------------|-------------------------------------|-------------|--------------------------|--------------|----------------------------|
| DFES OPERATIONS MEMO | | | | | |
| No: 10-72 | | | | | |
| DATE: OCTOBER 6, 2010 | | | | | |
| FS | <input type="checkbox"/> | MA | <input type="checkbox"/> | BC+ | <input type="checkbox"/> |
| SC | <input type="checkbox"/> | CTS | <input type="checkbox"/> | CC | <input type="checkbox"/> |
| W-2 | <input checked="" type="checkbox"/> | FSET | <input type="checkbox"/> | EA | <input type="checkbox"/> |
| CF | <input type="checkbox"/> | JAL | <input type="checkbox"/> | JC | <input type="checkbox"/> |
| RAP | <input type="checkbox"/> | WIA | <input type="checkbox"/> | Other | <input type="checkbox"/> * |
| | | | | EP | <input type="checkbox"/> |
| PRIORITY: High | | | | | |

SUBJECT: W-2 Trial Jobs Return to Former Policies and Procedures

CROSS REFERENCE: [W-2 Manual, Section 7.3.0, Trial Jobs Operations Memo 10-49, Policy Changes for W-2 Trial Jobs](#)

EFFECTIVE DATE: Immediately

PURPOSE

The purpose of this memo is to notify W-2 agencies that effective immediately, agencies must return to using all W-2 Trial Job policies found in the [W-2 Manual, Section 7.3.0.](#)

BACKGROUND

2009 Wisconsin Act 333 included provisions that impacted how W-2 Trial Jobs were to be managed. [Operations Memo 10-49](#) provided instructions to agencies regarding the changes that were to be implemented effective July 1, 2010.

The provisions that were included in 2009 Wisconsin Act 333 that changed how Trial Jobs were to be managed are repealed effective September 30, 2010. As a result, agencies should immediately return to marketing Trial Jobs to employers based on policy and subsidy calculations described in [W-2 Manual, Section 7.3.0.](#) However, if an agency has already marketed a specific participant to an employer based on the provisions described in Operations Memo 10-49, the agency may follow-through with that agreement.

TRIAL JOB POLICY AND EMPLOYER REIMBURSEMENT

The [W-2 Trial Job Employer Agreement \(Form 10759\)](#) and the [W-2 Work Training Site Agreement \(Form 10792\)](#) have been updated to reflect the policies and subsidy calculations described in the [W-2 Manual, Section 7.3.0](#).

How will agencies determine which Trial Job participants are affected by the policy change?

The date in which the employer and the W-2 agency enter into the Trial Job Employer Agreement will determine which set of Trial Job policies should be applied.

1. For Trial Job positions that began between July 1, 2010 and October 1, 2010:
The agency must operate under the terms of the Trial Job Employer Agreement entered into between the agency and the employer. A Trial Job that began between July 1, 2010 and October 1, 2010 must continue to reimburse the employer using the subsidy calculation outlined in [Operations Memo 10-49](#).
2. For Trial Job positions that begin on or after October 1, 2010:
The agency must operate under the Trial Job policies found in the [W-2 Manual, Section 7.3.0](#). However, if an agency has already marketed a specific participant to an employer based on the provisions described in Operations Memo 10-49, the agency may follow-through with that agreement.

TRACKING TRIAL JOBS IN CARES

The Cares Worker Web Employment Page must be used to track Trial Job subsidy information. This page must be completed similar to any employment, except that the Employment Type field must be entered with a "T" for Trial Job and the wage subsidy amount computed as a monthly amount and entered in the TJB subsidy field. This will ensure that CARES budgets the Trial Job wages appropriately for each requested program's eligibility determination. The subsidy information that is captured on this screen will also enable the Department to gather and analyze data about the Trial Job initiative in effect from July 1, 2010 through September 30, 2010, as required in 2009 Wisconsin Act 333.

CORE REPORTING

The following two CORE line codes should be used to report Trial Job employer subsidy costs:

- CORE Line Code 2219, W-2 Trial Jobs based on 2009 WI Act 333: Report Trial Job employer subsidy costs for Trial Job positions with a start date between July 1, 2010 and September 30, 2010 based on the revised subsidy calculation using actual wages paid not to exceed \$290 per week. The costs reported on this CORE line code will be charged against your W-2 Services funding, CORE Contract Code 2200, and reimbursed subject to contract limits.
- CORE Line Code 2220, W-2 Trial Jobs: Report Trial Job employer subsidy costs for Trial Job positions that begin prior to July 1, 2010 or on or after October 1, 2010 based on Section 7.3.0 of the W-2 Manual not to exceed \$300 per month. The costs reported on this CORE line code will be charged against your W-2 Services funding, CORE Contract Code 2200, and reimbursed subject to contract limits.

CONTACTS

For Policy Related Questions: Operations Staff

For CARES Processing Questions: W-2/CC Help Desk

Program Categories – FS – FoodShare, MA – Medicaid, BC+ – BadgerCare Plus, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – FoodShare Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WIA – Workforce Investment Act, *Other EP – Other Employment Programs.

DCF/DFES/BWF/HH